

**TOWN OF COLCHESTER
JOB DESCRIPTION**

Position: Associate Planner (40 hours)

Reports to: Director of Planning & Zoning

Department: Planning & Zoning

Classification: Exempt

Pay Grade: 10

Job Function:

Professional and technical work in developing and implementing planning and permitting activities for the Town and in providing technical assistant to regulatory entities (e.g. DRB; GIS), and all other related work as required. The job function also includes supporting the Assistant Zoning Administrator with the intake and processing of building permits as determined by the Director.

Essential Functions:

- Supports the Development Review Board including but not limited to preparing DRB meeting notifications, assisting the Zoning Administrator in the development of staff notes, taking minutes, and sending out findings of fact after the meetings. Will be required to attend meetings of the Development Review Board.
- Assists the Director in the preparation and implementation of land use plans, regulations, and long range plans. Supports the Planning Commission as needed and assist in minute preparation.
- Provides technical support to the Department for ELMS permitting software, website maintenance, and social media. Promotes comprehensive community engagement strategies for the department and town-wide projects. On occasion will support Economic Development Director in special projects/communications in coordination with and after consultation with Planning and Zoning Director.
- Supports the community's FEMA Community Rating System program.
- Provides backup to the Assistant Zoning Administrator in the frontline duties. Assists the general public and developers to determine permit requirements for all Planning/Zoning applications. Reviews applications for completeness and accuracy.
- Prepares annual and monthly departmental reports on development activity, inspections, on-going projects and violations/enforcement/health issues, within the Town; Compile data/information and produce monthly reports on development activity by the end of the subsequent month. Complete F.W. Dodge Report and Census Bureau Report.
- Prepares maps and GIS analyses, as needed for Town functions.
- All other duties as assigned by the Director.

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Knowledge, Skills, and Abilities:

- Excellent customer service skills both in person and on the phone including articulating complex issues explaining technical information to a wide variety of audiences.
- Strong writing skills including the ability to communicate effectively in written and oral form, and to listen by accurately comprehending and interpreting verbal and written communication.
- Strong IT skills with the ability to learn, comprehend, and execute complex platforms such as ELMS, GIS, website management, and social media.
- Ability to interpret regulations and knowledge of the principles and techniques of local planning.
- Ability to read and interpret engineering drawings and development proposals to assure conformance with planning and land use practice and for compliance with development regulations.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems
- Ability to interact appropriately, calmly, and positively with the general public and the development community requiring courtesy, tact, patience and understanding.

Additional Desirable Qualifications:

- Thorough knowledge of local zoning and subdivision regulations and applicable state statutes and rules.
- Knowledge and understanding of how many of the following specialized subjects influence planning practice: natural resource management, traffic and engineering practices, construction processes, architecture, knowledge of building and health codes, real estate transactions, legal process, purchasing and contract procedures, economic development, historic preservation, financial and budget management, and/or landscape architecture.
- Ability to manage projects effectively, creating work plans, creatively responding to problems, communicating progress to stakeholders, and meeting firm deadlines.
- Experience receiving and accounting for funds.

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Physical Demands:

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use of hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception.
- The employee is exposed to intermittent light to moderate physical demands in making inspections with exposure to the hazards associated with construction sites.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.
- The employee must hold a Vermont Driver's License and must be able to operate a vehicle.

Qualifications:

A Bachelor's degree in planning, public administration, geography, political science, or a related field and two years of relevant experience is preferred.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such change.

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